



Chandler • Arizona
Where Values Make The Difference

Civil Engineering Minor Land Division Submittal Form

Please attach this checklist to all submittals. All items marked "Required" must be included. ***Incomplete submittals will be rejected.***

Log No: _____

Date: _____

Project:			
Location:			
Engineering firm:		Contact person:	
Reviewed by:		Contact Phone No.:	

First Submittal

Submittal of these items will facilitate the approval process

Req'd	Sub	Item
✓		This form and the engineering firm transmittal sheet.
✓		Seven (7) sets of 24" x 36" minor land division (MLD) plat prints.
✓		1" = 200' scale reproduction.
✓		One (1) preliminary title reports – with Schedule B items.
✓		Boundary closure calculations.
✓		Application fee – Refer to the most current fee schedule for pricing.
		Evidence of Pre-site/Pre-Tech meeting PRE# _____

Resubmittals

Req'd	2 nd Sub	3 rd Sub	Item
✓			This form and the engineering firm transmittal sheet.
✓			Three (3) – 24" x 36" MLD plat prints.
✓			Original redlines, comment sheet and checklists from previous reviews.
✓			One copy of C.C. and R.'s for review - <i>until approved</i> (if applicable).

Mylar Submittal

Req'd	Sub	Item
✓		This form and the Engineering firm transmittal sheet.
✓		Three (3) – 24" x 36" MLD plat 4 mil mylars with original signatures.
✓		One (1) - 24" x 36" original print.
✓		One (1) - Standard Owners Policy Preliminary Title Report - current to within 2 weeks.
✓		Letter from title company with recording instructions.
✓		Original redlines, comment sheet and checklists from previous reviews.
		One (1) copies of approved C.C. and R.'s (if applicable).
✓		Final AutoCAD .DWG file of MLD plat (version 2013 preferred).

Mailing Address:
P.O. Box 4008, MS 406
Chandler, Arizona 85244-4008

**Transportation and Development Department
Development Services Division
Civil Engineering Plan Review
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